



FAIR POLITICAL PRACTICES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FAIR POLITICAL PRACTICES COMMISSION	RELEASE DATE:	Thursday, June 7, 2007
POSITION TITLE:	CHIEF, ENFORCEMENT DIVISION, CEA III	FINAL FILING DATE:	Wednesday, June 20, 2007
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,311.00 - \$ 9,164.00 / Month	BULLETIN ID:	05302007_1

POSITION DESCRIPTION

Under administrative direction of the Executive Director, Fair Political Practices Commission, the Chief, Enforcement Division, plans, organizes, coordinates, and directs the work of a staff engaged in investigation of political activities regulated under the Political Reform Act of 1974; plans and directs investigation of complaints; responsible for the filing and prosecution of complaints before the Commission; serves as liaison between the Commission, the Attorney General's Office, the Franchise Tax Board and local agencies for purposes of coordinating their investigatory roles and findings; directs detailed investigations of political practices regulated by the Commission; develops findings of fact in those cases; presents staff's findings or position on cases brought before the Commission; testifies before the Commission, and legislative committees relative to the Commission's program; directs the enforcement staff in development and prosecution of cases; occasionally responds to press inquiries regarding enforcement cases; serves as a member of the Commission's executive staff; and does other work as required. The salary of this position could be higher than the advertised salary range, based on the incumbent's experience.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years

(excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The following desirable qualifications will be used as the evaluation criteria in evaluating your Statement of Qualifications and in competitively measuring your overall qualifications in the interview.

Experience in: Complex civil, criminal or administrative litigation; prosecutorial and/or enforcement experience; knowledge of the Fair Political Practices Commission's programs and policy goals; experience that demonstrates the ability to manage a professional legal staff; policy development experience; experience as a member of a management team; leadership, creativity, and sound judgment; and the ability to communicate effectively.

Knowledge of: Legal principles and their applications; legal research methods; court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced by the Commission; principles of public administration, personnel management and supervision; and the Commission's Equal Employment Opportunity (EEO) and anti-discrimination programs.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft pleadings and rulings; hold hearings and independently present difficult and complex cases in court; exercise strong judgment in case management, inter-agency relations and media relations; and effectively contribute to the Commission's Equal Employment Opportunity (EEO) objectives.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, ENFORCEMENT DIVISION, CEA III**, with the **FAIR POLITICAL PRACTICES COMMISSION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

An evaluation committee will screen and rate all applications and "Statements of Qualifications" based on the identified Minimum Qualifications, the stated Desirable Qualifications, and the competitive nature of each candidate's relevant knowledge, skills and experience. A minimum rating of 70% is required to obtain list eligibility. Interviews may not be held if they are found unnecessary to make a selection. If interviews are held, only the most qualified candidates will be scheduled for an interview. All applicants will be notified in writing of the results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FAIR POLITICAL PRACTICES COMMISSION, Enforcement Division
428 J Street, Suite 620, Sacramento, CA 95814
Gail Ziese | 916-323-2937 | gziese@fppc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FAIR POLITICAL PRACTICES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>